



# Job Opportunity Bulletin

## Student Assistant

<b>Tenure/Timebase:</b>	Temporary/Intermittent
<b>Office/Location:</b>	California Commission on Teacher Credentialing Certification, Assignment and Waivers 1900 Capitol Avenue Sacramento, CA 95814-4213
<b>Salary:</b>	Range A: \$1362 - \$1456/month Range B: \$1456 - \$1565/month Range C: \$1565 - \$1681/month Range D: \$1681 - \$1814/month
<b>Final Filing Date:</b>	May 31, 2006, or until filled
<b>Contact:</b>	Erin Duff (916) 322-0038

---

### Duties:

Under the general supervision of the Office Services Supervisor II, the student assistant provides support and is responsible for the following :

- Key enters data into Credential Automated System Enterprise (CASE).
- Receives and sorts all credential-related material by type. Opens mail and assembles into standard format. Verifies that the amount of the check is appropriate for the transaction requested by the applicant.

---

**Conditions of Employment:** Fingerprint Clearance is required.

---

### Desirable Qualifications:

- Ability to work cooperatively and effectively with others
- Ability to follow oral and written instructions
- Demonstrated sense of responsibility for the job and good attendance
- Able to maintain strict confidentiality
- Good attendance, punctuality, and work attitude

---

### Who May Apply:

Individuals who currently attend an accredited college or university and are enrolled in not less than six semester units and possess the desirable qualifications listed above and have eligibility for appointment to the above classification (e.g., transfer, list or reinstatement) may apply. The appointment is subject to the State Restriction of Appointment (SROA).

---

### Important Note:

Interested applicants must submit a State Application (STD 678), to the above address, Attn: Erin Duff. All applicants must clearly indicate the basis of their eligibility (i.e. SROA, surplus, reemployment, reinstatement, transfer, or list eligibility) and must include RPA No. 06-152 on the application. The applications will be screened and only the most qualified applicants will be invited for an interview.

*The California Commission on Teacher Credentialing is an Equal Opportunity Employer to all regardless of race, color, creed, national origin, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.*